



## **MUTUAL ADMINISTRATION COMMITTEE MINUTES**

Administration Conference Room B

Tuesday, May 9, 2017

1:00 PM

### **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting of the Mutual Administration Committee was called to order by Chair Rapp at 2:00 p.m., on Tuesday, May 9, 2017, in Conference Room B. Mrs. Reed led the Committee in the Pledge of Allegiance.

### **ROLL CALL**

Present:	Ms. K. Rapp, Chair	Mr. P. Moore
	Mrs. C. Damoci, Ex-Officio	Mrs. J. Reed
	Mrs. M. Greer	Ms. P. Snowden

Absent: Ms. S. Hopewell  
Mr. B. Lukoff

Staff and  
Guests: Mr. R. Ankeny, Executive Director  
Ms. J. Hopkins, Mutual Administration Director  
Ms. B. Fernandez, Mutual Administration Manager  
Mr. R. Gonzalez, Facilities Manager  
Ms. C. Knapp, Stock Transfer Supervisor  
Mrs. D. Bennett, Recording Secretary  
Mrs. C. Dailey, Mutual Administration Office  
Mr. R. Stone, GRF Representative, Mutual One  
Ms. P. Snowden, GRF Representative, Mutual Two  
Ms. L. Stone, GRF Representative, Mutual Three  
Ms. H. Tran, GRF Representative, Mutual Fifteen  
Twelve shareholder/members

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation (GRF) Board of Directors (BOD) is present at today's posted meeting. The business of the Mutual Administration Committee will be conducted in accordance with the agenda. As a quorum of the board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF BOD at its regular Board meeting on the 4<sup>th</sup> Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for

approval following the approval of the committee meeting minutes at the next Committee meeting.

## **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the Committee Members, guests and staff, including GRF President Carole Damoci, Executive Director Randy Ankeny, Mutual Administration Director Jodi Hopkins, Mutual Administration Manager Blessilda Fernandez, Facilities Director Mark Weaver, Facilities Manager Ruben Gonzalez, Stock Transfer Supervisor Courtney Knapp, Recording Secretary Deanna Bennett and Catherine Daily, Mutual Administration Office Secretary. She requested that members exhibit an appropriate amount of decorum and turn off cell phones.

## **MINUTES**

The Chair declared the regular meeting minutes of April 11, 2017, approved, as written.

## **SHAREHOLDER COMMENTS**

No shareholder/member spoke on today's Committee agenda items.

## **CORRESPONDENCE**

The Committee received no correspondence.

## **STAFF REPORTS**

The Community Facilities Manager presented the open SRO Report.

## **UNFINISHED BUSINESS**

Update of Attorney Review of Policies 1400-33, Co-Occupants and Qualified Permanent Residents; 1801-33, Qualified Permanent Resident & Co-Occupant Agreements; 1802-33, Qualified Permanent Resident Agreement; and 1804-33, Request for Additional Occupant Entry Update

The updated glossary has been received and was distributed for the Board member's review.

ID card Project Update

The Stock Transfer Supervisor provided an update on the ID Card Project.

Policy Reorganization Sub-committee Update

The Policy Reorganization Sub-committee Chair reported the Committee continues to work on Policy Reorganization.

Production of New Buyer Video Sub-committee and Sub-committee members.

The Production of New Buyer Video Sub-committee Chair and the Sub-committee members reported on the progress of the three portions of the project.

## **NEW BUSINESS**

### Stock Transfer Office Schedule

The Committee concurred to support the Executive Director's authority to adjust the Stock Transfer Office days of operation schedule, contingent on a two week notice duly posted in the LW Weekly, of any closure of the office.

## **POLICIES**

### Amend Policy 1201-MAC, Pet Ownership Rules-Golden Rain Foundation

Mrs. Greer MOVED, seconded by Ms. Snowden-

**TO** recommend to the GRF BOD amendment of Policy 1023-MAC,

Pet Ownership Rules-Golden Rain Foundation, eliminating #8.

The motion was carried with three yes votes (Greer, Reed, and Snowden) and one abstention (Moore).

### Amend Policy 7501, Mutual Pet Policy

Ms. Snowden MOVED, seconded by Mr. Moore and carried unanimously by the Committee members present-

**TO** suspend GRF participation in Mutual Policy 7501.

### Amend Policy 1610-33, Membership Eligibility Criteria

Mr. Moore MOVED, seconded by Mrs. Reed and carried unanimously by the Committee members present-

**TO** refer Policy 1610-33, membership Eligibility Criteria to

Rewrite Sub-Committee.

## **STAFF REPORTS**

The Mutual Administration Manager presented the Budget Variance Report inclusive through April 2017.

The Stock Transfer Supervisor presented her reports.

The Mutual Administration Director presented her reports.

The Executive Director spoke on various topics throughout the meeting.

**MEMBER COMMENTS**

Two shareholder/member spoke on various items related to the purview of the Committee.

**PRESIDENTS COMMENTS**

President Damoci spoke on the Committee's activities throughout the year.

**COMMITTEE MEMBER COMMENTS**

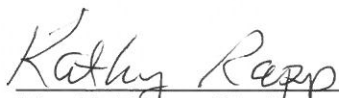
Four Committee members spoke on the proceedings of the Committee meeting.

**CHAIR'S COMMENTS**

The Chair thanked committee members, staff and guests for attending and participating in the Committee meetings over the last year. The next scheduled meeting of the Mutual Administration Committee will be in July.

**ADJOURNMENT**

The Chair adjourned the meeting 3:27 p.m.

A handwritten signature in cursive script that reads "Kathy Rapp". The signature is written in dark ink and is positioned above a horizontal line.

Ms. K. Rapp, Chair  
Golden Rain Foundation  
dfb 05.09.17

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION  
COMMITTEE MEETING ON MAY 9, 2017**

**ACTIONS:**

- Chair Rapp declared the minutes of the regular meeting of April 11, 2017, approved, as presented;
- The Committee concurred to support the Executive Director's authority to adjust the Stock Transfer Office days of operation schedule, contingent on a two week notice duly posted in the LW Weekly.

**MOTIONS:**

- **TO** recommend the GRF BOD amend Policy 1023-MAC, Pet Ownership Rules – Golden Rain Foundation;
- **TO** recommend the GRF BOD suspend GRF participation in Policy 7501, Mutual Pet Policy;
- **TO** refer Policy 1610-33, Membership Eligibility Criteria to the Policy Re-write Subcommittee.